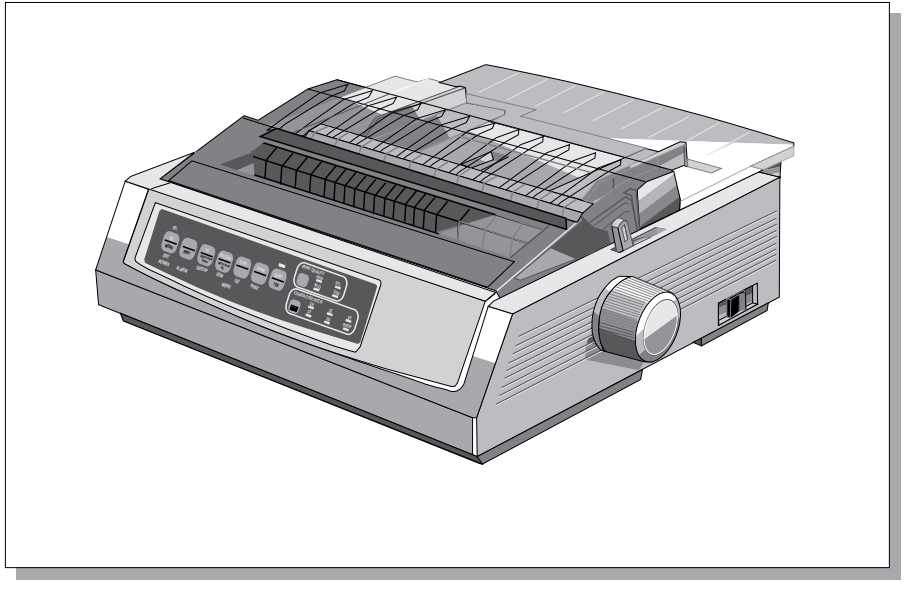
ML 3320/3321



Read Me First

English

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. Oki assumes no responsibility for the results of errors beyond its control. Oki also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by Oki.

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Energy Star

As an Energy Star Partner, Oki has determined that this product meets the Energy Star guidelines for energy efficiency.

Safety

Your Oki printer has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, there are a few basic precautions you should take to avoid hurting yourself or damaging the printer:

- Read the setup and operating instructions in this manual carefully. Be sure to save it for future reference.
- Read and follow all warning and instruction labels on the printer itself.
- Unplug the printer before you clean it. Use only a damp cloth; do not use liquid or aerosol cleaners.
- Place your printer on a firm, solid surface. If you put in on something unsteady, it might fall and be damaged; if you place it on a soft surface, such as a rug, sofa, or bed, the vents may be blocked, causing it to overheat.
- To protect your printer from overheating, make sure no openings on the printer are blocked. Do not put the printer on or near a heat source, such as a radiator or heat register. If you put the printer in any kind of enclosure, make sure it is well ventilated.
- The printhead can get quite hot when it has been printing for a length of time. Do not touch the printhead until it has had a chance to cool off.
- Do not use your printer near water, or spill liquid of any kind into it.
- Be certain that your power source matches the rating listed on the back of the printer. If you are not sure, check with your dealer or with your local power company.
- Your printer has an earthed, 3-pin plug as a safety feature, and it will only fit into an earthed outlet. If you can not plug it in, chances are that you have an older, non-earthed outlet; contact an electrician to have it replaced with an earthed outlet. Do *not* use an adapter to defeat the earthing.
- The outlet into which you plug your printer must remain easily accessible at all times.
- To avoid damaging the power cable, do not put anything on it or place it where it will be walked on. If the cable becomes damaged or frayed, replace it immediately.
- If you are using an extension cable or power strip with the printer, make sure that the total of the amperes required by all the equipment on the extension is less than the extension's rating. Generally, the total ratings of all equipment plugged into any one power line should not exceed 15 amperes. Don't exceed this unless you know that the power line your equipment is plugged into has a rating above 15 amperes.

- Do not poke anything into the ventilation slots on the sides of the printer; you could get a shock or cause a fire.
- Aside from the routine maintenance described in this handbook, do not try to service the printer yourself; opening the cover may expose you to shocks or other hazards. Do not make any adjustments other than those outlined in the handbook, you might cause damage requiring extensive repair work.
- If anything happens that indicates that your printer is not working properly or has been damaged, unplug it immediately and contact your dealer. These are some of the things to look for:

    - The power cable or plug is frayed or damaged.
    - Liquid has been spilled into the housing, or the printer has been exposed to water.
    - The printer has been dropped or its cabinet has been damaged.
    - The printer does not function normally when you are following the operating instructions.

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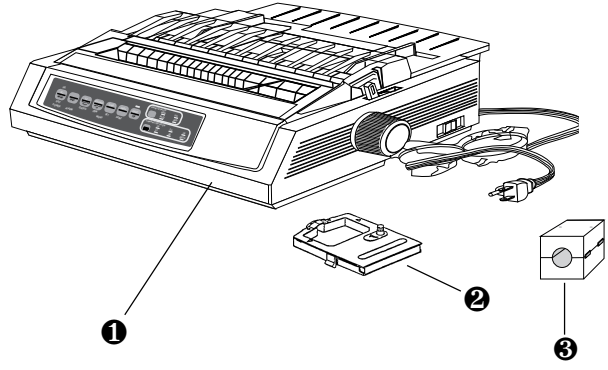
Features

- Four printing speeds, from super-speed draft printing to near letter quality printing
- Rear tractor feed for continuous forms
- Top feed for single sheets
- Zero tear
- Three emulations:
  - Epson® FX
  - IBM® Proprinter III
  - MICROLINE® Standard

Optional Accessories

- Top-Mount Pull Tractor for multipart forms, labels, etc.
- Bottom-Mount Push Tractor
- Single Bin Cut Sheet (up to 100 sheets) Feeder with Envelope Capability
- Dual Bin Cut Sheet Feeder
- Roll Paper Stand (ML3320 only)
- Metal Tear Bar
- Serial Interface Board

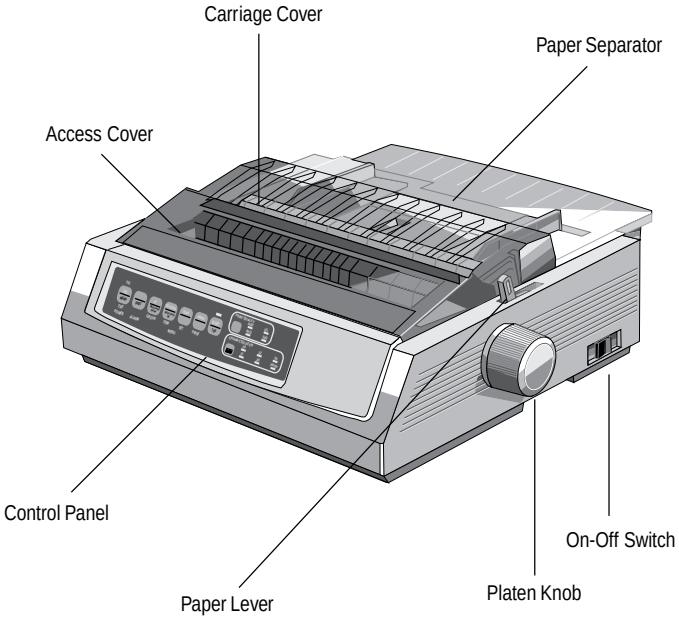
Unpacking



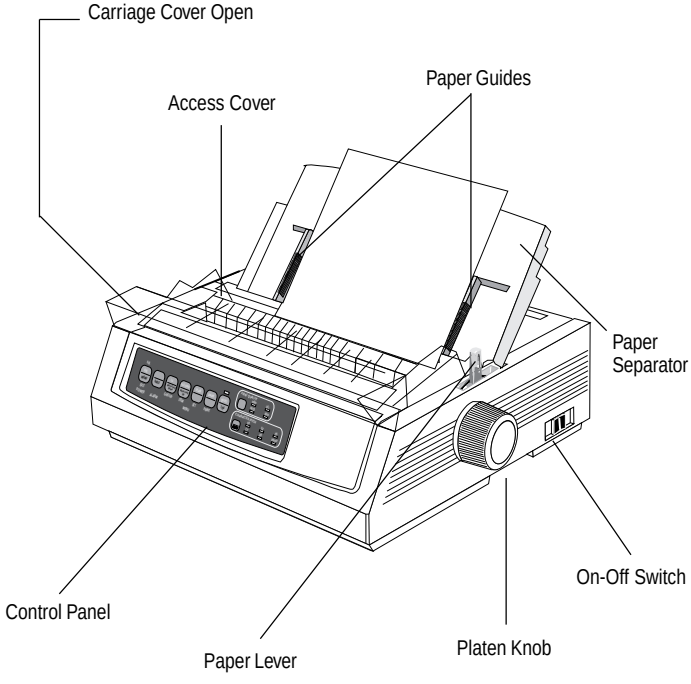
❶ Printer ❷ Ribbon cartridge ❸ In-line filter

Ribbon cartridge missing? Contact your dealer.

Getting to Know Your Printer



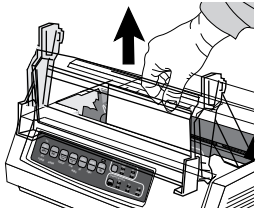
Set up for Rear Feed of Continuous Forms

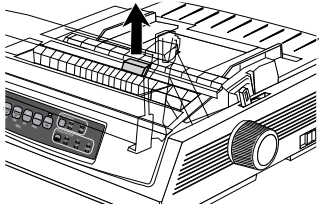


Set up for Single-Sheet Feed

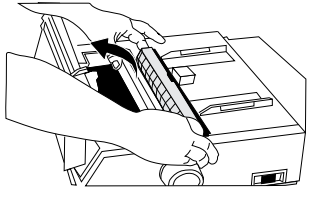
Removing the Shipping Restraints

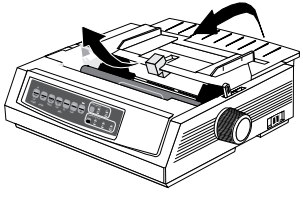
1. Open the access cover and remove the printhead shipping retainer and the pull-up roller shipping retainer.





2. Remove the pull-up roller, then lift the paper separator and remove the shipping retainer. Replace the pull-up roller.



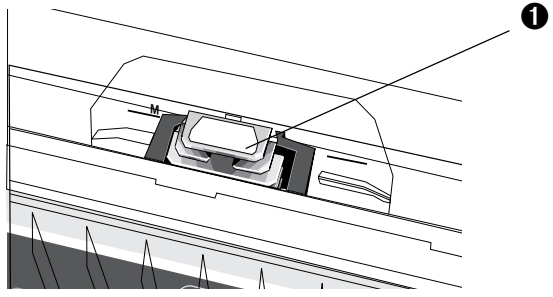


Note: Save the shipping retainers and the packing material in case you ever need to ship the printer.

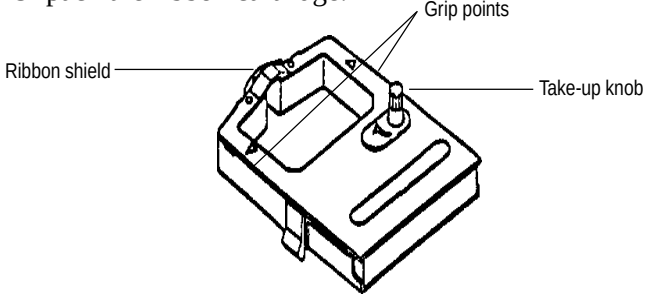
Installing the Ribbon Cartridge

1. Make sure the printer is turned OFF.

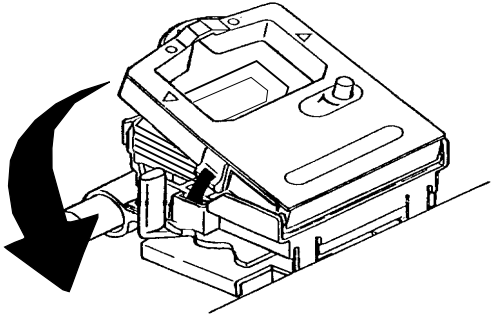
2. Centre the printhead (❶).



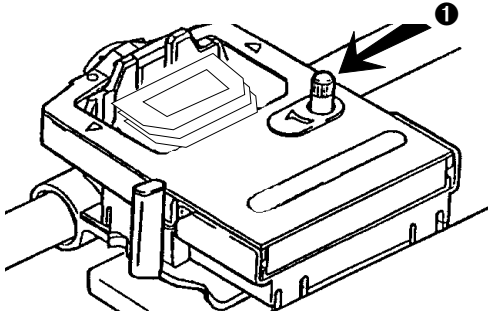
3. Unpack the ribbon cartridge.



4. Install the new ribbon cartridge.



5. Turn the knob (❶) in the direction of the arrow to take up any ribbon slack.



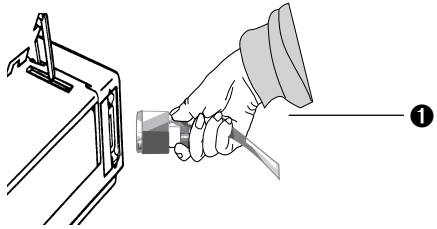
Connecting to the Computer

Note: You must supply a shielded cable for connecting your printer to your computer.

1. When using the parallel interface cable, it needs to be fitted with an in-line filter. If your cable does not have an in-line filter, one has been supplied for you in your accessory pack.

   To fit, carefully open your in-line filter and close it over the parallel interface cable, as close to the printer end connector as possible, ensuring that the filter snaps closed.

2. Plug the interface cable into the parallel port (❶) and secure it with the wire loops.



3. Attach the other end of the cable to your computer.

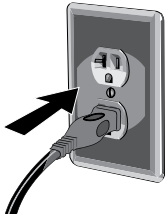
Connecting to the Power

1. Make sure both the printer and the computer are OFF.

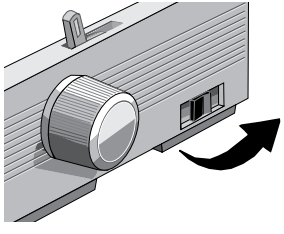
2. Plug the power cable into an earthed (3-pin) outlet.

Note: ***The printer must be installed near to a power outlet switch which will remain easily accessible.***

Your power outlet socket may not be the same as this illustration.



3. Turn the printer on.



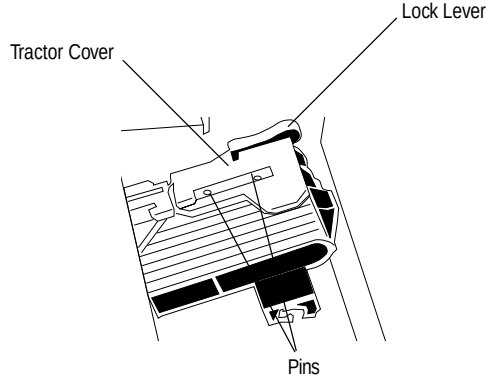
Loading Paper

Loading Continuous Forms (Rear Feed)

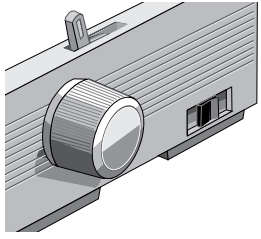
We recommend the rear-feed path for printing reports, etc., on single-thickness, continuous-form paper. For graphics or charts, it's best to use the single-sheet path (top feed).

Note: ***If you have paper in the paper path, be sure to remove it before installing rear-feed paper.***

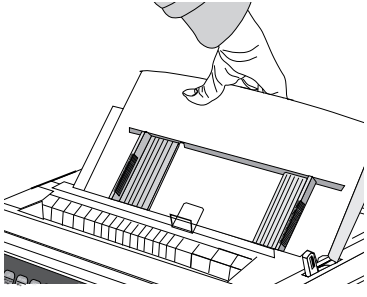
Tractor Terms

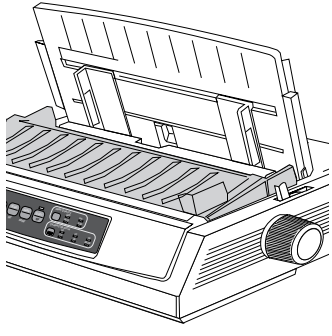


1. Move the paper lever to the position marked “REAR.”

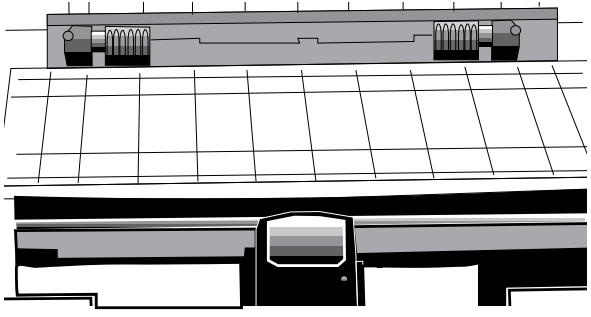


2. Grasp the paper separator, lift it slightly, pull back on it, then swing it forward.

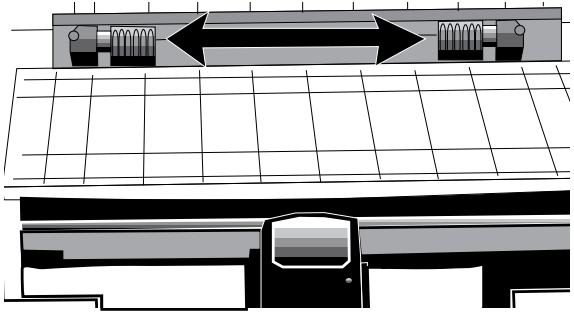




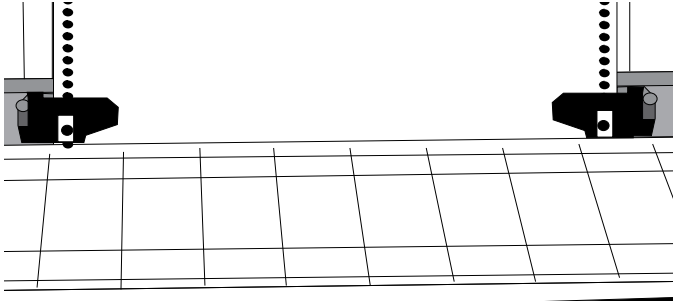
3. Pull up on the lock levers and open the tractor covers.



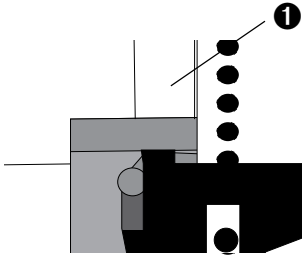
4. Move the right tractor over to fit the width of the paper.



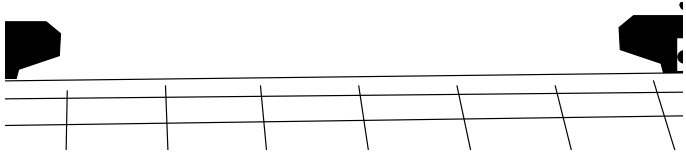
5. Place the first two holes in the paper over the tractor pins on either side and close the tractor covers.



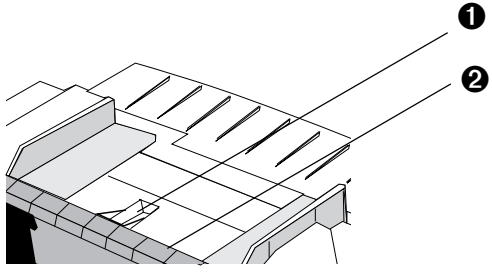
6. Move the left tractor to align the edge of the paper with the appropriate reference mark (❶), and push back the lock lever.



7. Adjust the right tractor to centre the paper holes on the pins, and push back the lock lever.



8. Lower the paper separator and place the wire guide (❶) on the pull-up roller assembly (❷).



9. Press **FF/LOAD**. The paper feeds into the printer.

Note: ***The standard setting for the Top of Form (where the printing begins) is 2.54cm down from the top of the page. To change the setting, see page 9.***

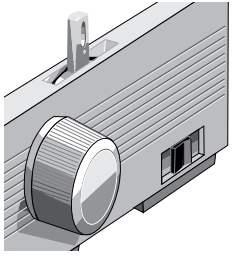
Loading Single Sheets (Top Feed)

Use the single-sheet path for letterhead stationery, memos, and individual envelopes. It is recommended for printing graphs and charts because it provides the most accurate control of the paper.

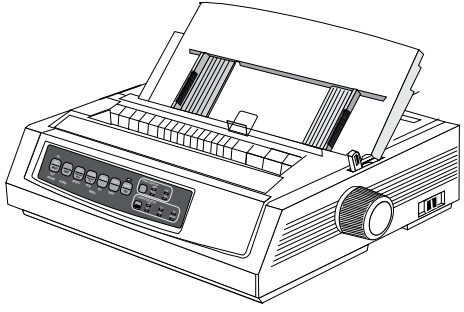
Note: ***If you have continuous-form paper in the path, press the PARK button to remove it before loading single sheets.***

1. Make sure the printer is on and deselected (SEL light off).

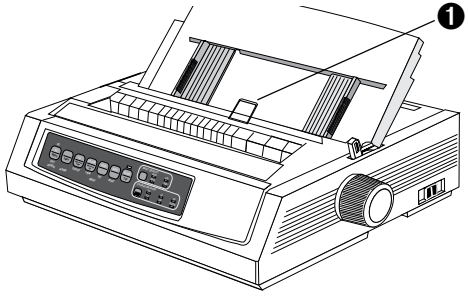
2. Place the paper lever in the position marked "TOP."



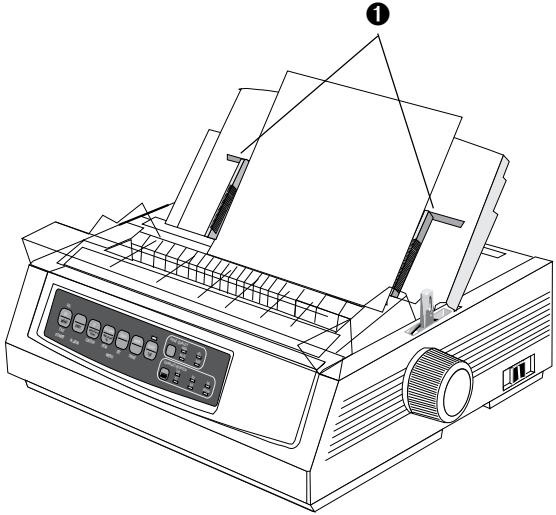
3. Open the carriage cover and lift the paper separator to the single-sheet position.



4. Make sure the wire feed guide (❶) is in the paper separator.



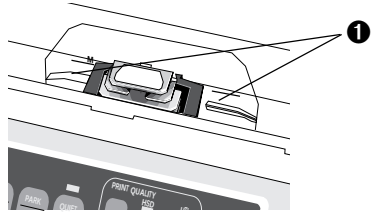
5. Adjust the paper feed guides (❶) for the width of the paper and place a sheet of paper in the separator. The paper will feed into the printer.



Note: ***The standard setting for the Top of Form (where the printing begins) is 2.54cm down from the top of the page. To change the setting, see the next column.***

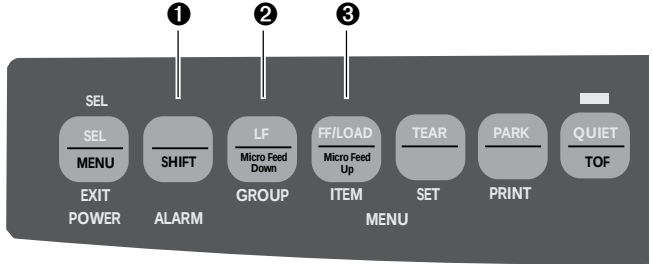
Setting the Top of Form (TOF)

When setting the Top of Form, use the red line (❶) on the paper shield as a reference:



1. Make sure the printer is deselected (SEL light off).

2. Press and hold **SHIFT** (❶), then:
   - ☛ Press **LF** (❷) to move Top of Form higher on page
   - ☛ Press **FF/LOAD** (❸) to move Top of Form lower on page



3. Press **SEL** to re-select the printer.

Temporarily Changing the Top of Form Setting

To set the Top of Form position lower for one page only:

1. Press **SEL** to deselect the printer.

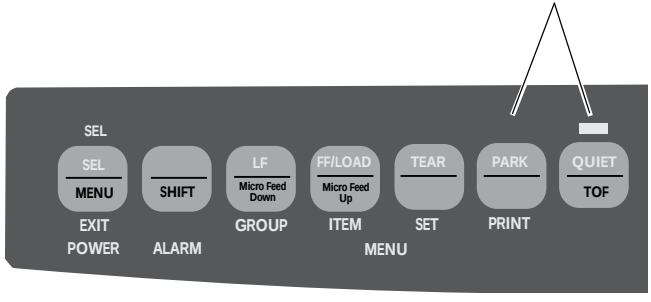
2. Press **LF** to change the position of the Top of Form.

Note: This setting will not apply to any following pages.

Resetting the Top of Form to the Standard Setting

1. Turn the printer off.

2. Hold **PARK** + **QUIET/TOF** while turning the printer back on.



Switching Paper Paths

To switch from continuous-forms to single-sheet feed:

1. Tear off any printed pages.
2. Press **PARK**.
3. Move the paper separator to the single-sheet feed position.
4. Place the wire feed guide in the paper separator.
5. Move the paper lever to the position marked “TOP.”
6. Place a sheet of paper in the paper separator.

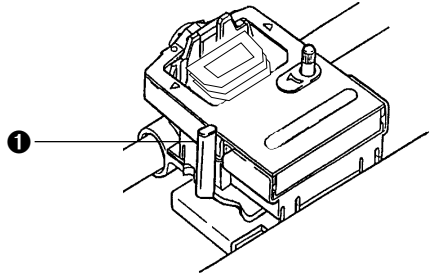
To switch from single-sheet feed to continuous forms:

1. Press **FF/LOAD** to remove the single-sheet paper.
2. Lower the paper separator into the continuous-forms position and swing the wire feed guide over onto the pull-up roller.
3. Move the paper lever to the position marked “REAR” or “BOT,” as appropriate.
4. Load continuous-form paper, then press **FF/LOAD**.

Setting the Printhead Gap

The printhead gap is the distance between the printhead and the platen. To adjust the gap, open the access cover and move the blue lever (❶) to the recommended setting from the table below.

Note: It is recommended that the printer be switched off prior to removing the access cover.



Media	Setting	Media	Setting
45-75g/m² paper	1	2-part form (w/carbon)	3-4
75-90g/m² bond paper	2	3-part form (w/carbon)	4-5
Labels	3-4	4-part form (w/carbon)	5
Envelopes	5		

Running the Self Tests

Font Sample Test

To run the test: Turn the printer off, then press and hold **LF** while turning the printer on.

To stop the test: If you wish to stop the test before it is complete, press **SEL**.

ASCII Test

To run the test: Turn the printer off, then press and hold **QUIET** while turning the printer on.

To stop the test: Press **SEL**.

Selecting an Emulation

Your printer has three emulations:

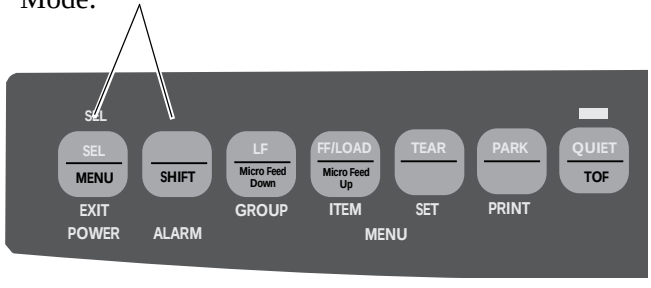
- Epson® FX
- IBM® Proprinter III
- MICROLINE® Standard

The printer comes set for the IBM Proprinter III emulation. To change to one of the other emulations:

1. Make sure paper is loaded.

2. Deselect the printer (**SEL** light off, press **SEL** key).

3. Press **SHIFT** + **SEL**: the printer will enter the Menu Mode.



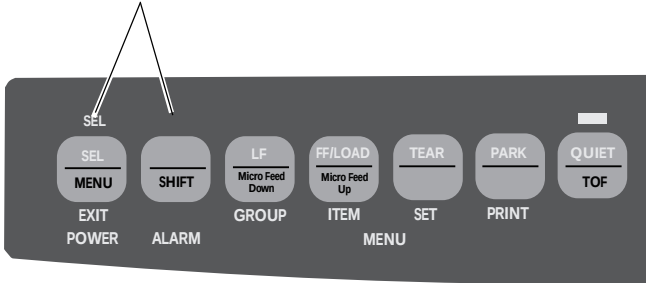
4. Press **LF**.

The following line will print:

```
Printer Control    Emulation Mode    IBM PPR
```

5. Press **TEAR** consecutively until the emulation you wish to select prints in the right-hand column.

6. Press **SHIFT** + **SEL** to save your setting and exit the Menu Mode.



Selecting a Printer Driver

Before you can use your printer with software, you must enter the software and select the correct printer driver. If you have the wrong driver selected, you will see strange characters, incorrect fonts, etc.

Important! ***See your software documentation for information on how to select a printer driver.***

Printer Drivers

The drivers below are listed by *decreasing* compatibility with your printer: *use one as close to the top of the list as possible*.

IBM Proprinter III	Epson FX	Microline Standard
ML3320/1 IBM	ML3320/1 Epson	Microline 320/321
IBM Proprinter III	Epson FX286e	Microline 320/321
IBM Proprinter II	Epson FX 850/1050	Microline 320/321
IBM Proprinter	Epson FX 86/286	Microline 292/293
IBM Graphics Printer	Epson FX	Microline 192/193
	Epson FX800/1000	Microline 182/183

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